



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|--|-------------------------------------|-------------------------------|
| Application Date March 23, 1976 | 1. Agency Address Georgia Department of Human Resources Division of Benefits Payments Food Stamp Unit - 618 Ponce de Leon, N.E. Atlanta, Georgia 30306 | Application Number 76-113 | |
| Application Number DHR-42 | | Date Received MAR 26 1976 | Date Completed APR 01 1976 |
| 2. Person to Contact Ms. Loretta Knight | | Working Title Clerk-Typist III | Telephone Number 894-4246 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest _____ Latest _____ New Program March, 1975 present | 5. Records Series Title (followed by title used in office, if different) FOOD STAMP CREDIT FOR LOST BENEFITS MONTHLY REPORT FILES | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Benefits Payments is responsible for supervising and regulating assistance programs which provide to indigents in the State food and monetary assistance and/or medical care. The Food Stamp Unit is responsible for the administration of the Food Stamp program within the State. Included, but not limited to, are: the certification of applicant households; the acceptance, storage, and protection of coupons after their delivery to receiving points within the State; outreach to potentially eligible households; the issuance of food coupons to eligible households; and the control of and accountability for the food coupons. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the program to restore food stamp benefits which had been lost. Included are: letters received from counties (State-wide) showing required information for reporting monthly to Food Nutrition Service, U. S. Department of Agriculture; unnumbered forms: "Credit for Lost Benefits Monthly Report - Benefits Authorized During the Month of _____", which shows county, number of cases authorized, amount of benefits involved (summary form); "Credit for Lost Benefits Monthly Report - Benefits Restored During the Month of _____" which shows county, case name, case number, reason for lost benefits; month(s) benefits lost; amount restored that month. File is arranged: by month; thereunder alphabetically by name of county. | | | |
| 8. Monthly Reference Rate _____ How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>new</u> ; twenty-five months and older _____? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements The following requires the series to be kept:

| | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 3 years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

see attached regulation - Federal Register page 11261

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then, _____

☒ Hold in the current files area _____ month(s) _____ 1 year(s); then _____

☐ Transfer to local holding area; hold _____ year(s); then _____

☒ Transfer to State Records Center; hold _____ 2 year(s); then _____

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|---------|--|---------|
| Loretta Knight | 3/23/76 | Elizabeth M. Crank | 3/23/76 |
| State Records Committee (Signature) | | | |
| State Auditor/Designee | | William M. Dixon | 3-31-76 |
| Secretary of State/Designee | | Carroll Hart | 3-29-76 |
| Attorney General/Designee | | W. B. Shell | 4-2-76 |

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)